

# **RICHMOND POLICE DEPARTMENT**



11-40  
**POLARIS RANGER  
OPERATING MANUAL**

---

Chief of Police or Designee

10/06/2009

## Table of Contents

<b>I. Purpose.....</b>	<b>3</b>
<b>II. Policy .....</b>	<b>3</b>
<b>III. Training .....</b>	<b>3</b>
<b>IV. Uniforms .....</b>	<b>3</b>
<b>V. Communication.....</b>	<b>4</b>
<b>VI. Polaris Constraints.....</b>	<b>4</b>
<b>VII. Accident and Maintenance Procedures.....</b>	<b>5</b>
<b>VIII. Operation and Check Out.....</b>	<b>5</b>

## **PURPOSE**

The purpose of this manual is to establish the policy, procedure and responsibilities for the safe and efficient utilization of the Richmond Police Department-issued Polaris Ranger ATV.

## **POLICY**

The Polaris Ranger is a multi-terrain vehicle capable of accessing many different areas of the city. It is the policy of the Richmond Police Department that the Polaris Ranger will be deployed for specific assignments. The use of the Polaris will be strictly monitored and anyone wishing to use this vehicle will need to request permission through the Commander of the Special Events Division.

## **TRAINING**

In order to operate the Polaris Ranger, the officer must be trained in its correct operation. This training will consist of an overview of the Polaris and a briefing on the safe operation of the vehicle. Additionally, officers will drive the Polaris under supervised conditions before being cleared to operate the vehicle. Officers completing this training will sign a completion form indicating they have been trained to use the Polaris and are aware of the manufacturer's recommended safety equipment helmet and eye protection while operating the Polaris. The training will be conducted at the SED office by an SED officer who has been cleared to do so by the Commander.

## **COMMUNICATION**

A Polaris operator shall be considered foot patrol with a means of increased mobility. As such, when communicating with the radio dispatcher, identify themselves as "W-Number \_\_\_\_".

## **UNIFORMS**

Operators are required to wear the current standard Department-issued uniform. Officers using the Polaris for patrol purposes will be in uniform and easily recognizable as a police officer. In a situation where an officer wishes to use the Polaris out of uniform, permission must be given by the Major of Support Services. Operators shall be aware of the manufacturer's recommendation to wear protective eyewear and helmet while operating in an off road environment.

Operators are required to carry their Department-issued radio and carrying case. Radios equipped with a microphone may be worn attached to the officers' issued belt along with the required shoulder strap.

Operators are not to use a cellular telephone while actively driving the Polaris Ranger unless a situation arises where the need to communicate is essential for public safety.

## **POLARIS CONSTRAINTS**

Due to state law and basic safety considerations, the following limitations shall be strictly enforced:

- Pursuits are strictly forbidden
- Traffic stops are prohibited
- No high-speed surveillance is permitted

Although the Polaris is a multi-terrain vehicle, officers will be expected to operate the vehicle in a safe and responsible manner at all times. The Polaris Ranger is a non-police package equipped vehicle.

## **ACCIDENT AND MAINTENANCE PROCEDURES**

When an operator is involved in an accident or the Polaris is damaged, operators shall follow standard procedures for reporting accidents/damage involving City-owned vehicles as deemed appropriate by the operator's immediate supervisor and notify the Commander of the Special Events Division. All maintenance that may be required shall be reported to the Commander of SED and coordinated in accordance with established procedures.

The SED Commander or his/her designee shall be responsible for completing a Semi-Annual Inspection Sheet (PD-128) for assigned equipment.

## **OPERATION AND CHECK OUT**

The use of the Polaris will be strictly monitored and anyone wishing to use this vehicle will request permission through the SED Commander. Upon approval, drivers will sign a waiver stating that they understand that the manufacturer recommends the wearing of a helmet and safety glasses during off road operation of the vehicle. They will also acknowledge that operating the Polaris ATV outside the manufacturer's recommended operating procedures or in a reckless manner can cause serious injury and/or death.

The Polaris is garaged at SED and its use is monitored by SED. Officers will sign the Polaris out at SED and will sign the vehicle back in when finished. Prior to operating the Polaris, the operator shall conduct a thorough inspection of the vehicle to ensure that all necessary equipment and lights are present and functioning. The Polaris Ranger is equipped with a first aid kit and a fire extinguisher. Immediately report any damage or malfunctions to the Commander of SED and record the information in the vehicle inspection log book on the PD-86, Vehicle & Equipment Inspection Report (Polaris). If the Polaris is malfunctioning, it will not be placed into service until the issue is resolved. The SED Commander will coordinate the repair procedures.

Operators should keep both hands on the wheel except to operate the radio or when giving hand signals. Operators should exercise caution when operating a portable radio. Operators shall bring the Polaris to a halt in a safe location to use the radio. Only under exigent circumstances will an operator utilize a portable radio while in motion. Operators are prohibited from smoking while operating the Polaris.

When transporting the Polaris on city streets, a marked unit with the rear lights activated will be behind the vehicle at all times. The exception to this rule is use on a closed street for such an event as a marathon, parade or large street closure.

Upon approval to and understand that the manufacturer recommends the wearing of a helmet and safety glasses during off road operation of the vehicle. I also understand that operating the Polaris ATV outside the manufacturer's recommended operating procedures or in a reckless manner can cause serious injury and/or death. I have also received a copy of the Polaris Owners manual to read prior to operating the vehicle.